

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MASSACHUSETTS**

**1101 O'NEILL FEDERAL BLDG.
10 CAUSEWAY STREET
BOSTON, MA 02222**

**DONOHUE FEDERAL BLDG.
595 MAIN STREET
WORCESTER, MA 01608**

NOTICE OF TEMPORARY POSITION OPENINGS

Announcement #2003-01 TEMPORARY INTAKE CLERKS

Opening Date: **May 6, 2003 Until Filled**

Locations: **Office of the Clerk, Boston and Worcester**

Starting Salary: **\$9.00 - \$12.00/hour (CL 21/CL 22 depending on qualifications)**

DUTIES AND RESPONSIBILITIES

The Clerk's Office is now accepting applications/resumes for one or more *Part-Time and/or Full-Time Temporary* Intake Clerks. These positions are limited to a three-month appointment period, which may be continued subject to funding. Responsibilities include but are not limited to: reviewing incoming documents for conformity with appropriate rules; answering telephones; filing documents as necessary; preparing case files; furnishing information to individuals from within as well as outside the Court; preparing and shipping records to the Federal Records Center in Waltham, MA; retrieving records from center when needed; operating a variety of copying, imaging and records equipment; general receptionist duties; and other duties as assigned. On occasion, lifting of heavy boxes may be required.

QUALIFICATIONS

High School graduate or the equivalent. Keyboard skills required. Office experience and/or customer service background preferred.

TO APPLY

**Please submit an Application for Judicial Branch Federal Employment or a resume to Paula M. Charette, Personnel Specialist, United States Bankruptcy Court, 1101 O'Neill Federal Building, 10 Causeway Street, Boston, MA 02222; fax: (617) 565-8475; email: paula_charette@mab.uscourts.gov
Applications may be obtained by calling (617) 565-6667.**

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a

closing date is shown, any of which actions may occur without any prior written notice. This job may involve filling more than one position. U.S. Citizenship is required. Candidates selected for these positions are subject to a background check and mandatory direct deposit of salary payment. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Due to the volume of applications received, the Court will communicate only with those individuals who will be interviewed for open positions. Appointees may be removed from these positions for failure to perform at a satisfactory level following reasonable on-the-job training.

**THE U.S. BANKRUPTCY COURT FOR THE DISTRICT OF MASSACHUSETTS IS AN
EQUAL OPPORTUNITY EMPLOYER**